

## Upcoming Dates

- DBE Room July 23, '03, Colonial, Helena
- Bid Letting July 24, '03, MDT Helena
- Quarterly Activity Report Due, July 31, 2003

## Never too late to think SAFETY

DBE Supportive Services has **free** copies of the "One Step from Death" video.

The video emphasizes the need to work safely on highway construction projects. It is a good video to include in your company safety program. It is 11 minutes and shows five different stories of work accidents in the work zone.

Just ask Rebecca for a copy. Non-DBEs will be charged a small fee of \$3.00 for video.

## Coming Soon – Web Site Addition

Soon Prime Contractors will be able to click on a button and complete a few boxes to request quotes from DBE Construction Companies. These requests will be e-mailed to the companies within 24 hours. It will be available in the next month – watch for it on CRB web site.

## MONTANA DBE PROGRAM

Debbie Riemann, Acting DBE Program Manager,  
Acting ADA Coordinator [driemann@state.mt.us](mailto:driemann@state.mt.us)  
(406) 444-9229

Rebecca L. Johnson, DBE Supportive Services  
Manager [rejohnson@state.mt.us](mailto:rejohnson@state.mt.us) (800) 883-5811,  
(406) 444-7287

Vicky Koch, Civil Rights Bureau Chief  
[vkoch@state.mt.us](mailto:vkoch@state.mt.us) (406) 444-6335

Office Location/Address: 2701 Prospect  
Avenue/PO Box 201001, Helena, MT 59620-1001,  
(406) 444-6331, Fax (406) 444-7685 TTY (800)  
335-7592

Visit us on-line at [www.mdt.state.mt.us](http://www.mdt.state.mt.us) and click  
on Civil Rights Bureau



Alice Flesch, MDT Civil Rights Bureau, with  
HK Construction Employee on Whitehall  
Street Project



## DBE Participation/Goal Comparison

MDT federally funded projects as of June 30, 2003

**DBE Participation is 5.05 %**

**DBE Goal is 7.36%**

(FHWA Approved, FY2003)

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## Newly DBE-Certified Company:

### Peaks To Plains Design- Billings, MT

#### **Owner, Jolene Rieck**

Landscape Architectural Design including: Site Design, Land & Community Planning, Wetland Studies, Project Design, Bikeways Design, Ornamental and Native Landscape Design & much more.



Vicki Koch, MDT Civil Rights Bureau Chief

### **Montana Attorney Thelma Stiffarm to Head Office of Native American Affairs at SBA**

Thelma Stiffarm has been appointed as Assistant Administrator of the U.S. Small Business Administration's Office of Native American Affairs. Within the Office of Entrepreneurial Development, Stiffarm will direct and coordinate agency-wide programs to promote, expand and enhance small business opportunities and services for Native Americans, reservation-based Native Americans and tribal governments.

Stiffarm, part Cree and Gros Ventre, is an enrolled member of the Gros Ventre Tribe of the Fort Belknap Indian Reservation in north central Montana. For more information, call the SBA Answer Desk at 1-800 U ASK SBA or TDD 704-344-6640, or visit [www.sba.gov](http://www.sba.gov).

### **Consultants - FYI**

Best guideline for you to understand your obligations relating to FAR audits is the Uniform Audit and Accounting Guide. It can be found on AASHTO web page at:

<http://www.transportation.org/download/AudAcctgGuide.pdf> or Rebecca can e-mail you a copy. To comply with FAR audit, know your allowable expenses for direct and indirect costs. Know contract specifications like profit margin consideration and per diem rates.

### ***DBE Quarterly Activity***

**Due July 31, 2003**

Please complete and mail/ fax attached report form to me by July 31, 2003. Fill in the requested information for any projects you have bid on or worked on during the time frame of April to June 2003. This includes non -MDT work also. The program requires verification that you company is an active business.

### **As Read MDT June 26, 2003 Bid Letting Results**

Project Title and # Participation % and Dollars	Prime Bidder	Low Bid Amount	DBE
NH 62-2(17)27 F Northwest of Sidney - North	Franz Construction, Inc.	\$9,760,513	2.0%
STPP 46-6(3)58 Dickie Bridge - Wise River	A M Welles, Inc.	\$3,590,287	4.0%
NH 1-6(46)333 Hill County Line - East	Riverside Contracting, Inc.	\$5,124,869	2.5%
IM 90-7(75)360 Dehart - East & West	Schellinger Construction Co., Inc.	\$8,322,646	2.0%
STPS 219-2(2)16 Conrad - Southwest	Schellinger Construction Co., Inc.	\$2,350,696	3.5%
CM 45(32) Paving - Thompson Falls	Riverside Contracting, Inc.	\$1,155,161	2.0%
STPP 0002(576) D1 - Guardrail Upgrade	Omo Construction, Inc.	\$1,213,363	
CM 5899 (20) Brady St./Joslyn St. - Helena	Helena Sand & Gravel, Inc.	\$ 509,544	1.5%

### **DBE Named Idaho Small Business Person of the Year**

Sylvia Medina, owner of North Wind Environmental, Inc. has been named the U.S. Small Business Administration's (SBA) 2003 Idaho Small Business Person of the Year. Medina was nominated for the award by David Aspitarte, President of Bionomics Environmental, Inc., another Idaho DBE.

Medina's company specializes in environmental planning, documentation, and compliance; waste management services; hazardous materials management; remedial action, and geosciences support.

### **MDT CONTRACTOR PAYMENT SCHEDULE**

The Department of Transportation has two monthly contractor payment "cut off" dates for highway construction contracts in the State of Montana.

The West half of the State includes the Missoula and Butte Districts. In these Districts the deadline for submittal of the monthly contractor earnings by the Departments project managers to these District Offices occurs on the 1<sup>st</sup> of each month.

The East half of the State includes the Great Falls, Glendive, and Billings Districts. The deadline for submittal of the monthly contractor earnings by the Departments project managers to these District Offices occurs on the 15<sup>th</sup> of each month.

The District offices and the Construction Bureau have the next 10 days to process the payment information, send it to Accounting for coding and then authorize the payments.

For the West half of the State, the release date of the funds for these projects is the Friday closest to the 15<sup>th</sup> of the month. For the East half of the State, the release date of these funds is the Friday closest to the 25<sup>th</sup> of the month. The check is normally mailed to the contractor or direct deposit is made to the contractors account within the next few working days.

These are the time frames that MDT is working within. There may be some fluctuation with these time frames depending on the volume of contracts being processed, holidays, weekends, etc. This information was provided by Scott Allen and Len Lutey with the MDT Construction Bureau. Thank you!

### ***Quote of the Month***

Whether you think you can or whether you think you can't, you're right!

*Henry Ford*

### **Employee Recruitment Guide**

Having trouble hiring the right person? Help is on the way. This guide assists employers in designing effective and legally defendable recruitment practices and helps increase employers' ability to hire the right person the first time.

Call Rebecca for your free copy. Guide is compliments of Dave Laber, Helena Job Service.

### **Shoestring Marketing Tips**

(Summary of article in November 2002 Western Business)

- Personal Thank-You Note to Customers - handwritten, thank-you note on a regular basis.
- Niche Marketing is basic. Find that spot in the market that fits your company's strengths.
- Pro-Bono Benefit. Donate your services to a worthy fundraising event in your community - big publicity and pats on the back by your customers.
- Community Outreach. Participate in programs to educate the public. Be a volunteer speaker at your local school - pass out your company information.
- Postcards - low costs for direct mail.
- Trade-Out. Can you be trading out your services for free advertising. For example, free billboard advertising from a real estate company in return for web development work. The possibilities of trade-outs are endless and the rewards are big.

Good Books to learn of effective advertising and PR techniques: Public Relations Kit for Dummies by Eric Yaverbaum and Robert Bly, Feeding the Media Beast by Mark Mathis, How to Be Your Own Publicist by Jessica Hatchigan, 10 Ways to Screw Up an Ad Campaign by Barry H. Cohen.

### **MDT DBE Room**

Any contractor (sub or prime) is welcome to attend the DBE Room. It is always the night before the bid letting from 6:00-9:00pm at the Red Lion Colonial Hotel in Helena.

Each time, an invited prime contractor(s) will be discussing with interested subcontractors what to know when working on MDT projects or submitting bids, etc from 7:30-8:00pm.

We have a fax and copier available for your use. Plans, Spec Books, Detailed Drawings, Bid Disks are also available. Come at anytime. Refreshments are served.

## ***Independent Contractor?***

Is the individual working for you an employee or independent contractor? Independent Contractors (IC) are perhaps the most misused category of workers in the business world. Under the Montana Workers' Compensation Act, you must provide coverage for all your workers. Individuals who sign independent contractor agreements or who hold Independent Contractor exemptions, may not be independent contractors in fact. Not withholding taxes and issuing 1099s does not by itself make a worker an independent contractor. The State of Montana considers workers as employees unless they are proven to be independent contractors. It is the responsibility of the hiring agent to determine the worker they are hiring is an IC in fact. Recently, in *Wild v. Fregein Construction and Montana State Compensation Insurance Fund*, 2003 MT 115, p 25, the Montana Supreme Court, ruled that "an employer has a clear obligation to make at least a cursory determination of whether the worker is an IC in fact, as opposed to merely in name, before the employer can reasonably rely upon the exemption." Montana statute defines an independent contractor as "an individual who renders service in the course of an occupation and:

- (a) has been and will continue to be free from control or direction over the performance of the services, both under a contract and in fact; and
- (b) is engaged in an independently established trade, occupation, profession or business."

A worker must meet both sections of the law, (a) and (b), to be an independent contractor.

Some factors to consider in determining if a worker meets part (a) of the definition above are:

- The worker is not required to follow written or oral instructions concerning how the work is to be done.
- The worker is not required to perform the services at certain established times.
- The worker is not furnished with the facilities, tools, and materials by the hiring agent to do the work.
- The worker is not paid based on the time spent doing the work, but rather is paid per job.
- The working relationship may not be terminated at will without liability involved.

Some factors to consider in determining if a worker meets part (b) of the definition above are:

- The worker can make a profit or incur a loss as a result of their work.
- The worker has two or more contracts with several different hiring agents.
- The worker has continuing or recurring liabilities associated with performing the services.
- The worker files federal or state business tax forms.
- The worker pays all expenses associated with performing the services, and is not reimbursed by the hiring agent.
- The worker advertises their services in telephone books, newspapers, or other media, and obtains insurance and business licenses.

The courts have stated that it is not only the evidence of control, but also the right to control that indicates whether the worker is an IC. The *Wild*, 2003 MT 115, p27 ruling also states, "a worker may be an IC at the time the exemption is issued, but change status as a factual matter later." Additionally, in *Wild*, 2003 MT 115, p39, the court stated employers are required "to make an initial good faith inquiry of the worker to determine that he or she does, in fact, meet the control and independently established business tests before the employer employs the worker as an IC and if the employer determines the worker is an IC, to thereafter treat the worker as an IC and not as an employee."

To sum it up, "if it looks like a duck, walks like a duck, and quacks like a duck, then it must be a duck, even if it is holding a piece of paper that says it is a chicken." This notice was provided by the MT Department of Labor & Industry as a guide only. For more information regarding independent contractor status, please call the Independent Contractor Central Unit at 406-444-1446 or <http://erd.dli.state.mt.us/WorkCompRegs/WCRhome.htm>

### **Bidding Tips** **Summary of article in EC&M, February 2003**

#### **Do**

Ask lots of questions prior to bid day.  
Thoroughly investigate the jobsite.  
Have an open line of communication with your client.  
Understand the scope of work.  
Make sure you do your homework.

#### **Don't**

Try to put a bid together too quickly.  
Get wildly optimistic.  
Get caught up in the reverse auction.  
Leave anything out of the bid.  
Continuously bid at or below cost to keep your workers busy.



## **Important Subcontract Information**

Section 1, paragraphs 2-4 of the Special Contract Provisions of your contract with MDT states: "2. Except as otherwise provided for in each section, the contractor shall insert in each subcontract all of the stipulations contained in these Required Contract Provisions and further require their inclusion in any lower tier subcontract or purchase order that may in turn be made. 3. A breach of any of these stipulations contained in these Required Contract Provisions shall be sufficient grounds for termination of the contract."

MDT has learned that a number of prime contractors do not physically attach the wage rates and the Required Contract Provisions to their subcontracts. Subcontractors hiring lower tiered sub-subcontractors are also required to attach wages rates and the Required Contract Provisions. You can get a copy of Provisions at

[http://www.mdt.state.mt.us/civilrights/pdf/req\\_contract\\_prov.pdf](http://www.mdt.state.mt.us/civilrights/pdf/req_contract_prov.pdf)

### **Montana House Bill No. 438**

(effective October 1, 2003)

This law will affect highway construction work projects also. Prime contractors will have seven days (not three days) to pay subcontractors. MDT will be changing its policy to read seven days instead of three days.

### **How to reward employees today**

Find special assignments  
Offer opportunities for high visibility  
Give time off  
Share information  
Provide feed back  
Make employees partners  
Empower them  
Celebrate their successes  
Provide flexible hours  
Increase employability via training

From: "Who's Coming through the Door Today," a teleconference from Chaffee & Associates, Littleton, CO March 5, 2003.



Hal Fuglevand, EH Oftedal; Joe and Dave Dirkson, Seven Springs Fencing; Pat Bibeau and Charlie Messerly, PS Contracting; and Lora Butler, Rockin' JL Specialties, DBE Room, Helena, June 25, 2003

## **10 Strategies to winning bids**

(Summarized from EC & M, February 2003)

1. Analyze your market. Learn all you can about the market your company is in.
2. Do some competitive shopping. Learn about other bidders. You can better understand your competition. Compare your numbers against other bidders.
3. Do quality estimating work. Make sure your estimations are detailed, thorough, meticulous, and experienced.
4. Focus your bids. Select projects that best fit your company's market strengths. As a rule of thumb, contractors typically win about one out of every seven jobs. You could be wasting valuable time and money by bidding on everything in sight.
5. Make sure you have the adequate resources to do the work. Make sure you have the personnel and equipment to get the job done.
6. Get your financial house in order. Owners may consider a contractor's bonding capacity in a negotiated bid situation. Make sure you have adequate bonding to support a project's scope of work.
7. Don't count on change orders. Companies who bid at or below costs may no longer be able to recoup their losses through change orders.
8. Control labor and material costs. To provide a lower bid, look at labor and materials.
9. Emphasize safety. In a negotiated bid situation, the contractor with a strong safety record often has the competitive edge.
10. Shift to different market segments. Contractors who are continually losing bids may need to expand their reach to other markets.

## **MDT Highway Construction Projects Invitation for Bids, Letting of July 24, 2003**

For the most complete and timely bid information, go to the web site <http://mdt.state.mt.us/contract/contract.htm> and click on Invitation for Bids. While the newsletter has notices posted, do not rely on this information alone.

Sealed bids on the following projects will be received by the MDT-Highways Division, Contract Plans Section, Room 101, 2701 Prospect, Helena, MT until 9:00am on July 24, 2003. Bids proposals, plans, cross-sections, and full instructions to bidders are on file for examination, and may be obtained from the Contract Plans Section 406-444-6216, 6212 or 6215, Fax 406-444-7236 or go to web site

<ftp://ftp.mdt.state.mt.us/contract/orderform.pdf> for order form.

1. **Pompeys Pillar Interchange & BNRR-2 km West of Pompeys Pillar, Federal Aid Project No. IM 94-1(64)23 & BR 568-1(13)0**  
Interchange: Grading, gravel surfacing, plant mix bituminous surfacing on 0.723 km of the Pompey's Pillar project on Interstate 94 approx. 40 km east of Billings in Yellowstone County. BNRR-2 km. West of Pompeys Pillar: 96-meter concrete prestressed beam structure & approaches in Yellowstone Cty. DBE contract goals are 3.0%.
2. **Columbia Heights-East, Federal Aid Project No. NH 1-2(68)138 F** Grading, gravel surfacing, plant mix bituminous surfacing, seal & cover & park & ride lot on 2.91 km located on US 2 beginning at the intersection with Secondary 206 at RP 138.2 and extending northwest to RP 140.0 in Flathead County. DBE contract goals are 4.0%.
3. **19th & Main-Bozeman, Federal Aid Project No. C-STPP 50-2(37)88** Grading, gravel surfacing, plant mix bituminous surfacing, storm drain, sewer line, water main adjustments, intersection improvement and signals on the 19<sup>th</sup> & Main-Bozeman project in Gallatin County. DBE contract goals are 3.0%.
4. **D3-Non-Interstate Guardrail, Federal Aid Project No. NH 0002(394)** Guardrail and bridge rail on the D3-Non-Interstate Guardrail roadway and roadside safety improvements on 22 locations in the Great Falls District. DBE contract goals are 0.0%
5. **Off System Paving-Butte, Federal Aid Project No. CM 1899(12)** Grading, gravel, plant mix surfacing on 5 streets in Butte-Silver Bow. DBE contract goals are 0.0%
6. **Slide-Southeast of Bainville, State Project No. SFCS 327-1(9)12** Grading, topsoil salvage & place, seeding, & fencing on 0.3 km on the Slide-Southeast of Bainville project on S-327 in Roosevelt County. DBE contract goals are 0.0%.
7. **Big Sky Spur Slide, Federal Aid Project No. STPX 81064(5)** Slide correction, pipe installation on the Big Sky Spur Slide project in Gallatin County. The project is located on MT 64 at Reference Post 7.06 East of Big Sky Resort. DBE contract goals are 0.0%.
8. **Middle Fork Rock Cr.-SW of Philipsburg, Federal Aid Project No. BR 9020(21)** Construction of a new 26-meter single span, bulb-T precast beams bridge & minor approach road work, on a gravel road over the Middle Fork of Rock Creek, approx. 24 km SW of Philipsburg in Granite County. DBE contract goals are 0.0%.
9. **2001-Ashland-West, Federal Aid Project No. STPHS 37-2(26)60** Plant mix bituminous overlay, seal & cover on 2.2 km of the 2001-Ashland-West project on US 212 in Rosebud County, beginning at RP 59.8 & extending east to RP 61.2. DBE contract goals are 0.0%.
10. **10<sup>th</sup> Ave. So. & 39<sup>th</sup> St.-Great Falls, Federal Aid Project No. NH 60-2(61)91** Traffic signals, median reconstruction & plant mix surfacing on the 10<sup>th</sup> Avenue So. and 39<sup>th</sup> St. project in Cascade County. DBE contract goals are 0.0%.
11. **Division/5<sup>th</sup> St.-Polson, Federal Aid Project No. CM 24(18)** Grade, gravel & plant mix surfacing in City of Polson beginning at the intersection of Division St. & 2<sup>nd</sup> St., extending east, & then south on 5<sup>th</sup> St. to 11<sup>th</sup> Ave. for a total of 0.60 km on the Division/5<sup>th</sup> St.-Polson project in Lake County. DBE contract goals are 0.0%.

### **Other Contracting Opportunities**

Silver Butte RAC Project, RFQ -14-03-067, Bid Date: August 15, 2003, R-1 Kootenai National Forest, Libby, MT Work includes removal of existing CMPs, installation of various size new CMPs and CMPAs, construction of armoured drain dips, removal of a creek channel logjam, minor channel work, reconditioning of road and ditch and haul. Judi Foss, Procurement Clerk, Phone 406-283-7640, Fax 406-283-7709, Email [r1\\_kootenai\\_contracting@fs.fed.us](mailto:r1_kootenai_contracting@fs.fed.us) - Jeanne Robertson, Contract Specialist, Phone 406-283-7618, Fax 406-283-7712, Email [r1\\_kootenai\\_contracting@fs.fed.us](mailto:r1_kootenai_contracting@fs.fed.us) <http://www.epa.gov/spg/USDA/FS/03J1/RFQ-14-03-067/listing.html>

### **ON TRACK WITH MDT by Dave Galt, Director MDT** (Condensed from an article in Montana Contractor News, June 2003)

MDT does much more than work on roads when we do highway construction: we also serve as stewards of the land.

The issue of environmental stewardship is ever-changing. The issue of environmental stewardship arises as early as the design phase, when our designers/design consultants work with 1) the Army Corps of Engineers on Clean Water Act Section 404 authorizations for live water sites (i.e. wetlands, creeks and lakes), and 2) Montana Fish, Wildlife and Parks on Stream Protection Act 124 permits dealing with fish habitats, etc.

Our role as stewards continues through design to construction, where MDT and the contractor work with the Montana Department of Environmental Quality and the Environmental Protection Agency (EPA) on Section 402 storm water/discharge permits and any additional 404 or 402 permits needed for temporary structures erected during the project. In addition, Environmental Services works with landowners across the state to mitigate the impacts of highway construction on the state's wetlands.

Sadly, we are making mistakes that are costly, both to MDT and to the environment. Because MDT is in what we call a repeat offender status (we've been fined previously for permit violations), the regulatory agencies are watching us with close scrutiny. And, even when we turn ourselves in, as we did on a construction permit violation, the EPA is not looking kindly upon our actions. Not only did we receive a hefty fine, but the EPA is **still** interviewing individuals whom they believe had knowledge of the permit violation. They are considering filing criminal charges against individual employees. Any permit violation from this point forward is serious business.

Compliance with environmental permitting requirements needs to become a priority for every individual who comes in contact with construction and maintenance projects. We at MDT need to keep up-to-date on permitting regulations, ensure that all requests are properly submitted, train our folks on what we can and can't do in the field – and then follow through on that.

Our designers need to design projects that are easier to permit and obtain those permits in a timely manner. And the contractors need to obtain and abide by all the necessary permits so that a project can be completed without unnecessary fines and mediation.

I know that the permitting process can be complex and time-consuming, but it is a crucial component of our road-building process. My goal is for everyone on a project to view it that way, for placing appropriate emphasis on environmental stewardship is key to our future, and we want to stay "on track" – not just with MDT, but with the needs of this state.

## MT Contracting Opportunities–Continued

Libby Asbestos Project-Residential and Commercial Properties Landscaping Services, DTRS57-03-B-60005, Libby, MT, Bid Date?? Michael Attachi, Contract Specialist, (617) 494-2136, [attachi@volpe.dot.gov](mailto:attachi@volpe.dot.gov)  
<http://www.epsgov/spg/DOT/RSPA/VTSC/DTRS57-03-B-60005/listing.html>

Tribal Technical Assistance Program (TTAP), DTFH61-03-H-00114, Presolicitation, FHWA, RFA release date is July 15, 2003. Provide a Tribal Technical Assistance Center in four regions of the United States. One region is Northwest TTAP Center of Washington, Oregon, Idaho, and Western Montana. The objectives of the program are transfer transportation technology to American Indian tribal governments, improve communication on technical transportation issues among FHWA, BIA, state DOTs, tribal governments, cities, counties, assist in developing and implementing new transportation technologies and administrative procedures at the tribal level; and provide tribal governments with training and technical assistance. Andre Sheppard, Contract Representative, Phone (202)366-6010, Fax (202)366-3705, Email [andre.sheppard@fhwa.dot.gov](mailto:andre.sheppard@fhwa.dot.gov) - Sarah Tarpgaard, Contract Specialist, Phone (202)366-5750, Fax (202)366-3705, Email [sarah.tarpgaard@fhwa.dot.gov](mailto:sarah.tarpgaard@fhwa.dot.gov)  
<http://www.epsgov/spg/DOT/FHWA/OAM/DTFH61-03-H-00114/listing.html>

Nursery Creek Aquatic Restoration, ESQ030131, Presolicitation, Bid Date: August 14, 2003, BLM MONTANA, The project will include a combination of aquatic habitat restoration treatments in and along Nursery Creek, including road decommissioning and storm proofing as well as in stream and floodplain placement of down wood. The project site is 6.5 miles northeast of Boulder, Montana. The proposed project is 100% set aside for small business concerns. Solicitation will be available on 7/15/03. Awards over \$25,000 will require 100% payment protection in the form of an Irrevocable Letter of Credit, Payment Bond or Certificate of Deposit within 15 days of award notification. Lori Mading Purchasing Agent 4068965196 [Lori\\_Mading@blm.gov](mailto:Lori_Mading@blm.gov); <http://www.epsgov/spg/DOI/BLM/NBC/ESQ030131/listing.html>

Highway Construction MT PRA-GLAC 10(17)&10(18), Going to the Sun Road Wall Repair, Phase III and Phase IV, DTFH70-03-B-00003, Bid Date: July 29, 2003, Federal Highway Administration (FHWA), Glacier National Park, Flathead County, Montana. Work consists of 1 km of grading, drainage, base, paving, and walls. Western Federal Lands Highway Division, Phone (360)619-7520, Fax (360)619-7932, Email [contracts@wfl.fha.dot.gov](mailto:contracts@wfl.fha.dot.gov) <http://www.epsgov/spg/DOT/FHWA/WFL/DTFH70-03-B-00003/listing.html>

FAUNA Wildlife Information Gathering, R1-03-03, Bid Date: July 28, 2003, USDA Forest Service, The Fauna Module of the USDA Forest Service Natural Resource Information System (NRIS) for Terrestrial Wildlife Management The Contractor shall provide all services, supplies, materials, equipment, and items necessary to (a) gather observation information from notes, on cards, or in other forms, some observations dating from the 1950s, (b) review the gathered observation for validity, (c) enter these observations into a windows based database like ACCESS, (d) ensure that all Fauna Module fields are considered for inclusion, and (e) prepare a summary final report for improvement of the process. This procurement is 100% set aside for small business concerns. Sarah Langston only by email [slangston@fs.fed.us](mailto:slangston@fs.fed.us) or fax (406)329-3682. Leta Wicka, Purchasing Agent, Phone 406-329-3148, Fax 406-329-3536, Email [lwicka@fs.fed.us](mailto:lwicka@fs.fed.us) <http://www.epsgov/spg/USDA/FS/0343/R1-03-03/listing.html>

Surveying Services in the Seattle District, mainly Washington, Oregon, Idaho, and Montana, Presolicitation DACW67-03-R-0016, Bid Date: July 24, 2003, US Army Engineer District, Seattle, Sandy Thomson at [Sandra.B.Thomson@usace.army.mil](mailto:Sandra.B.Thomson@usace.army.mil). The U.S. Army Corps of Engineers, Seattle District, has a requirement for Architectural and Engineering Services, procured in accordance with PL 92-582 (Brooks A-E Act) and FAR Part 36, are required for surveying services. Services required include but are not limited to cadastral, boundary, topographic, hydrographic, control, construction and photogrammetric surveys for both civil and military projects. The surveys include the use of the global positioning system (GPS) for ground and airborne applications, when and where appropriate. Services are required for planning, design and construction of roads, utility systems, airfields, buildings, levees, channels, dams, and other related studies, structures and facilities. This project is 100 percent set-aside for small business. Angela Dexter, 206-764-6801, US Army Engineer District, Seattle - Civil at [Angela.A.Dexter@nws02.usace.army.mil](mailto:Angela.A.Dexter@nws02.usace.army.mil)  
<http://www.epsgov/spg/USA/COE/DACA67/DACW67-03-R-0016/listing.html>

Check: <http://www.discoveringmontana.com/doa/gsd/osbs/AllSolListingNew.asp> for following opportunities.

19<sup>th</sup> & Main Street Bozeman Public Relations, 306898, MT Dept of Transportation, Bid Date: July 17, 2003,  
Demolition/Removal of Property at Victor, MT, 306906, MT Dept of Transportation, Bid Date: July 31, 2003,  
Traffic Safety Media Campaign, 306901, MT Dept of Transportation, Bid Date: August 14, 2003,

Williams Clay Pit Reclamation Project, Phillips County, MT, MT Dept of Environmental Quality, Bid Date: July 31, 2003, The work will consist of, but is not necessarily limited to, providing all labor, materials, earthwork, and incidentals necessary to; (1) reclaim portions of a <177>52-acre clay pit where highly erosive and acidic bentonitic-shale was mined. Information regarding the general nature of the project should be requested from Pete Strazdas, Environmental Management Bureau at 406-444-0529 or Dave Murja, Spectrum Engineering at 406-259- 2412. A Pre-Bid Conference will be held for prospective Bidders on July 24, 2003. The conference will convene at 2:00 p.m at the Williams Ranch turnoff located 7 1/2 miles north of D-Y Junction on State Route 66.

Elk's Riverside Park Improvements, Bid Date: July 23, 2003, Work is installation of a 25, 800 sf concrete skate park, pedestrian/bicycle concrete trail improvements, concrete unit paver plaza, site furnishings, restroom addition and repairs to existing building, utility modification, retaining walls, railings, asphalt parking, storm drainage, earthwork, and landscape/irrigation in the City of Great Falls, Thomas Dean & Hoskins, Inc., 1200 25th Street South, Great Falls, MT, PH (406) 761-3010, FX (406) 727-2872 A pre-bid walk through is scheduled for Friday, July 11, 2003 at 9:00 a.m. at the project site.

Engineering Services for the County's Bridge System, Hill County. Patrick D. Conway, Chairman, Hill County Commission, Hill County Courthouse, Havre Montana 59501, (406) 265-5481, extension 227. All responses to the detailed RFP must be received by 5:00 p.m. on Thursday, 24 July, 2003.

Baker Airport Fencing, Baker Municipal Airport Improvements, Bid Date: July 21, 2003, Kdrmas, Lee & Jackson, PC, 701-355-8400.





Jim Wickens, Sletten Construction, and Rebecca Johnson, MDT  
DBE Supportive Services, DBE Room, June 25, 2003



Sletten Construction Crew Working on Bridge,  
Valier West Project

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# July Business Calendar

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> >Getting the Most from Microsoft Office (July 14-15) Billings	<b>15</b> >Writing a Business Plan Missoula >Introduction to Access Helena	<b>16</b> >Coach & Teambuilding Skills for Managers & Supervisors Billings >Introduction to	<b>17</b> >Introduction to Access Helena	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> >SBIR-An Investment in Your Company's Future Helena	<b>23</b> >Mosaic Manager Session II Glendive >Payroll Management Billings	<b>24</b> >2Day Workshop for Personnel/HR Assistants (July 24-25) Billings >Payroll Mgmt. Helena >Evaluating a Business Idea Hamilton	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> >CPR/First Aid Billings	<b>29</b> >Conference for Women 2003 (Jul 29-30) Helena >Forklift Instructor Course (Train the Trainer) Billings	<b>30</b>	<b>31</b>	<b>Aug 1</b> >The Managers & Supervisors Conference Missoula	<b>2</b>
<b>3</b>	<b>Aug 4</b> >Coaching, Mentoring & Team- Building Skills for Supervisors, Managers & Team Leaders (July 4-5) Helena	<b>Aug 5</b>	<b>Aug 6</b> >Coaching, Mentoring & Team-Building Skills for Supervisors, Managers & Team Leaders (July 6-7) Missoula	<b>Aug 7</b>	<b>Aug 8</b>	

**2003**

## **Calendar Detail – July 2003 – DBE Newsletter**

2-Day Workshop for Personnel/HR Assistants, July 24-25 Billings, \$399. SkillPath Seminars, 800-873-7545.

Coaching & Teambuilding Skills for Managers & Supervisors, July 16 Billings, \$199. SkillPath Seminars, 800-873-7545.

Coaching, Mentoring & Team-Building Skills for Supervisors, Managers and Team Leaders, Aug 4-5 Helena, Aug 6-7 Missoula, \$395. National Seminars Group, 800-682-5078, [www.natsem.com](http://www.natsem.com).

Compliance with Hazardous Materials Regulations – Train the Trainer, Aug 4 Great Falls, Aug 5 Billings, Aug 6 Bozeman, Aug 7 Missoula, \$215. Associates Employees of Montana, AEM, P.O. Box 1301, Billings, MT 59103, Fax: 406-248-6228, Phone: 406-248-4893, [acarrillo@associatedemployers.org](mailto:acarrillo@associatedemployers.org).

Conference for Women 2003, July 29-30 Helena, \$340. National Seminars Group, 800-682-5078, [www.natsem.com](http://www.natsem.com).

CPR/First Aid, July 28 Billings, \$60. Montana Safety Services Council, MSSC P.O. Box 1301, Billings, MT 59103, Fax: 406-248-6228, Phone: 406-248-4893, [acarrillo@associatedemployers.org](mailto:acarrillo@associatedemployers.org).

Directors Series (Designed to develop managers & supervisors in understanding the fundamentals of safety management), Aug 5 Billings, \$100. MSSC, P.O. Box 1301, Billings, MT 59103, Fax: 406-248-6228, Phone: 406-248-4893, [acarrillo@associatedemployers.org](mailto:acarrillo@associatedemployers.org).

Evaluating a Business Idea, July 24 Hamilton, Cost ? Small Business Administration (SBA), Steve Grover, 406-728-9234 ext. 205, [sbdc@mtdc.org](mailto:sbdc@mtdc.org).

Forklift Instructor Course (Train the Trainer), July 29 Billings, \$100. Montana Safety Services Council, MSSC, PO. Box 1301, Billings, MT 59103, Fax: 406-248-6228, Phone: 406-248-4893, [acarrillo@associatedemployers.org](mailto:acarrillo@associatedemployers.org).

Getting the Most From Microsoft Office, July 14-15 Billings, \$399. SkillPath Seminars, 800-873-7545. Introduction to Access (versions 97, 2000, Xp-2002), July 15, July 16, July 17-all in Helena, \$210. The Computer School, 406-442-3366.

Mosaic Manager Session II, July 23 Glendive, \$40. Covers Art of Adjusting, conflict management and problem solving skills. Glendive Job Service, 406-433-1204, [glendiveisc@dli.state.mt.us](mailto:glendiveisc@dli.state.mt.us).

Payroll Management, July 23 Billings, July 24 Helena, \$309. Lorman Educational Services, 888-678-5565, [www.lorman.com](http://www.lorman.com).

SBIR-An Investment in Your Company's Future, July 22 Helena, \$45. Fund new ideas and expand your company using SBIR (Small Business Innovation Research) awards. MT Dept. of Commerce SBIR Program and Gateway Economic Development Corp., Limited to 15 participants, 406-841-2749, Linda Brander, [lbrander@state.mt.us](mailto:lbrander@state.mt.us).

The Managers and Supervisors Conference, Aug. 1 Missoula, \$199. SkillPath Seminars, 800-873-7545. Writing a Business Plan, July 15 Missoula, \$10. Small Business Administration (SBA). Steve Grover, 406-728-9234 ext. 205, [sbdc@mtdc.org](mailto:sbdc@mtdc.org).